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Appendix 1

Flow Charts on the distribution of Transfer Documents

**DRAFT OF
ADMINISTRATIVE MANUAL**

SUBJECT: Accountability and Responsibility For Property at CIG Installations.

1. GENERAL

a. Authority

In accordance with the provisions of USCA Title 31, Sections 89, 90, 91, 92, the Director of Central Intelligence is charged with establishing and enforcing regulations pertaining to all phases of property accounting for the Central Intelligence Group.

b. Purpose

This manual sets forth the policies and procedures with respect to accountability of, and responsibility for, supplies and equipment at all CIG operating units and installations.

2. DEFINITIONS

a. "Accountability" is the obligation of an individual officially designated to maintain a formal record of supplies and equipment on a stock record account. An individual so designated will be referred to as an Accountable Supply and Property Officer.*

b. A "Unit Supply and Property Officer" (formerly known as Branch Supply and Property Officer) is an individual officially designated to be accountable for all non-expendable supplies and equipment issued on receipted instruments to responsible individuals in using unit under his supply jurisdiction. A Unit Supply and Property Officer will normally function at the office, branch, or division level in the Washington area.

c. A "Central Supply and Property Officer" is an individual officially designated to be accountable for supplies and equipment in stock available for issue at a central storage point.

*The term "accountable supply and property officer" refers collectively to a Unit Supply and Property Officer, a Central Supply and Property Officer, and a Consolidated Supply and Property Officer as defined in paragraphs 2-b, c, and d.

d. A "Consolidated Supply and Property Officer" is an individual officially designated at an independent installation to be accountable for all supplies and equipment in stock available for issue, and for all non-expendable property issued to using activities at the station or its satellite units.

f. A "Stock Record Account" is a formal basic record showing by item the receipt and disposal of property, the quantity on hand and/or issued to responsible officers, maintained by an accountable supply and property officer on prescribed forms, which is subject to audit.

g. "Responsibility" is the obligation of an individual for the proper custody, care, and safekeeping of public property in his possession or under his supervision whether or not a signed receipt has been given.

h. "Direct Responsibility" rests with an individual to whom property has been entrusted and who is specifically charged with its care and safekeeping.

i. "Supervisory Responsibility" is the obligation of the senior individual of a unit, (office, branch, division, etc.) or an independent installation, to insure that all property under his jurisdiction is properly safeguarded, administered, and accounted for.

j. A "Responsible Officer" is an individual specifically charged with the care and safekeeping of property received from an accountable supply and property officer on a signed receipt.

k. "Non-Expendable" property includes all supplies and equipment not consumed in use and which ordinarily retain their identity during the period of use, such as vehicles, machines, desks, typewriters, etc.

l. "Expendable" property includes all supplies and equipment which are consumed or lose their separate identity in use. Spare parts, which are used to repair or complete other articles; office supplies, such as stationery, pencils, etc., are considered expendable items upon issue to using units. For accounting purposes, non-expendable items of office equipment having a unit value of less than \$1.00 will be considered expendable upon issue, and will not be carried on the control records of an accountable supply and property officer. Such items include: cups, glass, sponge; pads, stamp; rulers, wood; removers, stapler; trays, glass, ash; blotters, rocker type.

m. "Pecuniary Liability" is the responsibility of an individual to make restitution for the loss or destruction of, or damage to, public property. Pecuniary liability arises from the failure of an individual to exercise proper responsibility.

n. A "Voucher" is an instrument used to evidence a transaction on a stock record account. Normally, there are three types:

- (1) A "Debit Voucher" is an instrument listing articles to be entered on a stock record account in order to increase the "balance on hand".
- (2) A "Credit Voucher" is an instrument listing articles to be entered on a stock record account in order to decrease the balance on hand.
- (3) An "Adjustment Voucher" is an instrument used to bring the "balance on hand" figure, as shown on a stock record account into agreement with the quantities actually on hand and/or issued to responsible individuals.

o. "Public Property" and "Property" are general terms referring to expendable and non-expendable supplies and equipment, but do not include installed property or real property, such as buildings, leaseholds, etc.

p. "Installed Property" refers to moveable things such as equipment, apparatus, appliances, fixtures, and machinery which have been fixed in place in, as attached to, real property, but which may be severed or removed without destroying their identity or utility.

q. "Receipted Instruments" and "Signed Receipts" are general terms referring to all signed transfer and issue documents used to effect the assumption of, or relief from, accountability and/or responsibility.

3. ACCOUNTABILITY AND RESPONSIBILITY DISTINGUISHED

a. Accountability is the function of keeping a formal stock record account of supplies and equipment in storage and available for issue, or of property which has been issued to responsible individuals on signed receipts.

Responsibility arises from the possession of property or from the supervisory jurisdiction over others who have possession of the property. Each of these concepts of responsibility or accountability, or a combination of them, may be attached to one individual as of any moment.

b. An individual who carries property on a stock record account and who has said property in his custody, either in use or in storage, has both accountability and responsibility.

c. An individual who carries property on a stock record account which is issued to ^ausing unit on a signed receipt is accountable but not responsible. The responsibility in this case rests with the individual having possession of the property.

4. APPOINTMENT OF ACCOUNTABLE SUPPLY AND PROPERTY OFFICERS

a. Requirements

- (1) Any commissioned or warrant officer of the U.S. armed services, or any U.S. civilian employee, CAF-7 or above, may be designated as an accountable supply and property officer for public property under

- (2) An individual designated to serve as a Central Supply and Property Officer in the Washington area, or as a Consolidated Supply and Property Officer for an independent installation, [] 25X1A6A

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[] will, before entering on duty, give good and sufficient bond to the United States Government in such sums as the Director of Central Intelligence may require. The expenses incurred by an individual in furnishing the bond required will be borne by said individual, and will not be considered a proper charge against the United States Government under any circumstances.

- (3) Unless otherwise specified by the Director of Central Intelligence, the bond requirements for accountable supply and property officers in this Agency are as follows:

- (a) Unit Supply and Property Officer -- none;
- (b) Central Supply and Property Officer -- \$10,000;
- (c) Consolidated Supply and Property Officer -- \$5,00.

- (4) A Unit Supply and Property Officer in the Washington area will not, under normal circumstances, maintain a stock of supplies and ^{equipment} there-fore, the bond requirement is waived. However, this does not preclude the Director of Central Intelligence from requiring that a bond be given in the event that such action is deemed advisable.

- (5) The [] Services Division, is charged with maintaining a file of all bonds and pertinent data relating to bonded accountable supply and property officers.

b. Appointing Authority

- (1) Within the various operating units in the Washington area, the accountability of a Unit Supply and Property Officer will normally be established at the branch or division level; however, this is not mandatory. It shall be the prerogative of the Director

of the various Offices, and of the Chiefs of similar operating echelons (branch, division, etc.) to prescribe the accountability level for units under their jurisdiction. The appointment of a Unit Supply and Property Officer will be made by the individual having supervisory responsibility over the unit (office, branch, division) at which the accountability level has been established.

- (2) A Central Supply and Property Officer, who is responsible for the receipt, storage, and issue of centralized supply stocks, will be appointed by the Chief of the Services Division.
- (3) A Consolidated Supply and Property Officer for an independent installation will be designated by the Chief of the Station. This appointment will be made with the concurrence of the office in Washington having jurisdiction over the establishment.

c. Confirmation of Appointments

- (1) The appointment of an accountable supply and property officer will be confirmed by the use of ^{an} office operating procedure, or through the media of a written memorandum, initiated by the unit (office, branch, or division) having the appointing authority. The appointment order will indicate the name, grade (military or civilian), office location, account number, and supply jurisdiction of the designated accountable supply and property officer.
- (2) The following distribution of appointment orders is required:
 - 1 copy to the individual designated;
 - 1 copy to the Property Control Section of the Serv. Div;
 - 1 copy retained in the files of the appointing authority.

Supplementary distribution will be made at the discretion of the appointing authority.

6. TRANSFERS OF PROPERTY ACCOUNTABILITY

a. Transfer of Property on Stock Record Accounts

- (1) Normally, the transfer of supplies and equipment between accountable supply and property officers of this Agency will be effected on a suitable transfer document, such as a Delivery Ticket, Form No. 36-10, or Property Turn-In or Transfer Slip, Form No. 36-24. When a complete transfer of property occurs, the officer being relieved of accountability and his successor will sign the following certificates in lieu of transfer documents:

I certify that the balances shown on the stock record account of _____, Account Number _____,

(Name of transferring officer)

Central Intelligence Group, as of the above date, last voucher Number _____ dated _____ 19____, are true and correct to the best of my knowledge and belief, and that the property has this date been turned over to _____

(Name of receiving officer)

pursuant to _____

(Order directing transfer)

(Signature of officer turning over property)

I certify that I have this date received from _____

(Name)

predecessor, all property pertaining to the above designated stock record account for which my said predecessor is accountable, as shown by the last audit of the account, plus all proper charges against and less all authorized credits to my predecessor's account to the time of transfer, last voucher Number _____ dated _____ 19____, and that I have this date assumed accountability for property pertaining to this account.

(Signature of officer receiving property)

APPROVED: _____

(Name and title of appointing authority)

- (2) One copy of the Certificate of Transfer will be retained by the individual who is being relieved of the accountability. One copy will be filed with the property records of the account, and two copies, together with a copy of the orders directing the transfer, will be forwarded to the Chief of Services, Washington, Attention:

[REDACTED]

- (3) It shall be the prerogative of the newly appointed accountable supply and property officer to take a complete physical inventory before assuming accountability for any public property. This action should be completed prior to the signing of the Certificate of Transfer.

b. Action upon Death, Insanity, or Confinement of an Accountable Officer

- (1) Upon the death, insanity, or confinement of an individual who has been designated to be an accountable supply and property officer, the senior individual of the operating unit or independent installation will appoint a board of three persons to inventory the property to the extent deemed necessary to ascertain the correctness of the stock record account. Discrepancies disclosed by the inventory will be immediately adjusted. The transfer of accountability to a designated individual will be effected in accordance with paragraph 4 above.
- (2) A complete report on the findings of the board investigating the account, together with a list of balances of property inventoried, and the Certificates of Transfer, will be prepared in triplicate and submitted to the appointing authority for approval. Upon approval, one copy of each will be filed with the property records and two copies will be forwarded to the Chief of Services,

6. FORMS TO BE USED BY ACCOUNTABLE SUPPLY AND PROPERTY OFFICERS

- a.** "Accounts Control Register," Form No. 36-13, will be used to record pertinent information relative to the sub-accounts of responsible officers established under the supply jurisdiction of a Unit Supply and Property Officer.
- b.** "Voucher Register," Form No. 36-15, will be used to record by voucher number all transactions posted to a stock record account maintained by an accountable supply and property officer.
- c.** "Stock Control Card," Form No. 36-14, (Face), will be used by Unit and Consolidated Supply and Property Officers for maintaining a running balance by item of non-expendable property on hand and/or issued to sub-accounts under their control.
- d.** "Accounts Control" section, Form No. 36-14, (reverse side) will be used by Unit and Consolidated Supply and Property Officers for maintaining a running balance by item of non-expendable property issued to individual sub-accounts.
- e.** "Property Inventory Record," Form No. 36-25, will be used by a Central Supply and Property Officer to maintain a running balance by item of all supplies and equipment in stock available for issue.
- f.** "Request for Supplies, Equipment, or Service," Form No. 36-7, will be used by accountable supply and property officers and designated responsible officers to requisition, supplies, equipment, or services.
- g.** "Property Turn-In or Transfer Slip," Form No. 36-24, will be used to return property to a central supply point or to initiate transfer actions between accountable supply and property officers and/or responsible officers.
- h.** "Report of Inventory Adjustment," Form No. 36-16, will be used to adjust discrepancies on the stock record cards of an accountable supply and property

officer, if said discrepancies are the result of errors in nomenclature or posting. Other uses for Form No. 36-16 are discussed in paragraphs 11 and 14.

i. "Survey Report," Form No. 36-18, will be used to record the circumstances concerning the loss, damage, destruction, or theft of public property, and serves as a credit voucher to the stock record account of the accountable supply and property officer concerned.

j. "Consolidated Property Report," Form No. 36-22, will be used by a Consolidated Supply and Property Officer at an independent installation to indicate by item the total gains or losses of ^{expendable and} non-expendable property which have occurred during the month.

7. PROPERTY ACCOUNTING

a. General

- (1) All property owned by this Agency in use or in storage which has been acquired by purchase, transfer, or any other means must be accounted for on the appropriate stock record account of an accountable supply and property officer, unless otherwise provided for in these regulations.
- (2) An accountable supply and property officer, upon discovery of unaccounted for property, will account for said property on his stock record account. All other individuals, upon discovering unaccounted for public property, will be responsible for reporting same to the appropriate accountable supply and property officer concerned, in order that necessary action may be taken.
- (3) There are three types of accountable supply and property officers in this Agency; namely, Unit, Central, and Consolidated. Each type will be discussed in the ensuing paragraphs.

b. Unit Supply and Property Officer

(1) The primary responsibilities of a Unit Supply and Property Officer are:

- (a) maintaining a stock record account and an "Accounts Control" record by item on Form No. 36-14. on all non-expendable property issued to using units under his supply jurisdiction;
- (b) reviewing, approving, and processing all requisitions and transfer actions for non-expendable supplies and equipment initiated by responsible officers under his control;
- (c) reviewing and processing all Survey Reports which effect his stock record account.

(2) The accountability for non-expendable property in use, or in the possession of individuals within a given operating unit (office, branch, division), in the Washington area will rest with a designated Unit Supply and Property Officer. Normally, the Unit Supply and Property Officer will not have custody of the property for which he is accountable, and therefore, the responsibility rests with the using individual or unit. Utilizing Form No. 36-15, "Accounts Control Register," the Unit Supply and Property Officer will establish and maintain sub-accounts and sub-account numbers for the using units under his supply jurisdiction. An individual within each using unit will be designated as the responsible officer and will assume the responsibility for the requisition, receipt, and safekeeping of property charged to the sub-account.

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c. Central Supply and Property Officer

- (1) A Central Supply and Property Officer is charged with the receipt, inspection, storage, and issue of all supplies stocked at a central point.
- (2) All expendable and non-expendable supplies and equipment stored at a central supply point will be accounted for on stock record cards maintained by a Central Supply and Property Officer. Form No. 36-25, "Property Inventory Record," will be used for this purpose. Accountability and responsibility for supply stocks will rest with the Central Supply and Property Officer until such time as they are issued to using units on valid credit vouchers or otherwise disposed of.

d. Consolidated Supply and Property Officer

- (1) A Consolidated Supply and Property Officer is charged with the requisitioning, receipt, inspection, storage, and issue of all supplies at an independent installation. All supplies and equipment in stock available for issue, and all non-expendable property in use at an independent installation will be accounted for by a designated Consolidated Supply and Property Officer.
- (2) The "Stock Control Card," Form No. 36-14, maintained by a Consolidated Supply and Property Officer will reflect, by item, the quantity of expendable and non-expendable property on hand available for issue, and the quantity of non-expendable property in the possession of using units.

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8. STOCK RECORD ACCOUNTS

a. General

- (1) Although there are some deviations in the procedures used by Unit, Central and Consolidated Supply and Property Officers, the basic principles involved in maintaining their stock record accounts are the same. In all cases, the purpose of a stock record account is to record receipts, issues, and transfers of supplies and equipment in such a manner that the quantities on hand and/or issued to using units can readily be determined. The value of a stock record account is dependent upon the accuracy and currentness of the postings made.
- (2) In order to maintain adequate control of stock record accounts established in this Agency, an account number will be assigned by the Services Division, to each account.

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b. Voucher Register

- (1) An accountable supply and property officer will utilize Form No. 36-15, to establish and maintain a voucher register for his stock record account. Each instrument to be posted to the stock record account will be recorded in the Voucher Register, and the voucher number will be indicated thereon.
- (2) Vouchers to a stock record account will be numbered in a single series commencing with No. 1 at the beginning of each fiscal year, and will be maintained in numerical order.

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Each voucher number will be prefixed with the letter "D" for debit voucher, "C" for credit voucher, and "I" for adjustment voucher (Reports of Inventory Adjustment and Survey Reports).

- (3) A separate sequence of numbers will not be established or used for debit, credit, or adjustment vouchers.

c. Voucher Files

- (1) An accountable supply and property officer will establish and maintain a permanent file of signed vouchers used to evidence transactions on his stock record account. All documents posted to the stock record account will be filed by voucher number.
- (2) In order to reduce the bulkiness of the files, it is suggested that no more than fifty (50) vouchers be placed in one folder.
- (3) Voucher files which have been audited and cleared may be destroyed after retention for a period of two years subsequent to the date of audit.

d. Responsible Officers' Jacket Files

- (1) A Unit Supply and Property Officer and a Consolidated Supply and Property Officer will establish and maintain individual jacket files for all responsible officers under their supply jurisdiction. All documents reflecting an increase or decrease in the amount of property charged to a responsible officer will be filed in the appropriate jacket file.

- (2) The individual jacket file is a record of the debits and credits to a responsible officer's account, and substantiates the postings made to the "Accounts Control" section of an accountable supply and property officer's stock records.

e. Postings to A Unit Supply and Property Officer's Stock Record Accounts

- (1) The stock record account of a Unit Supply and Property Officer will be maintained by item on a "Stock Control Card," Form No. 36-14.
- (2) Except as noted in paragraph 8-e-(4) below, all transactions posted to the Stock Control Card, Form No. 36-14, will reflect a change in the Unit Supply and Property Officer's total accountability. This will, in turn, effect individual responsibility in one or more sub-accounts. In view of the above, it is necessary for a Unit Supply and Property Officer to process two copies of each voucher representing a single transaction. One copy will be vouchered, posted to the face of the Form No. 36-14 to reflect the increase or decrease in accountability, and placed in the voucher file. The other copy of the voucher will be posted to the "Accounts Control" section of the Form No. 36-14 to indicate an increase or decrease of responsibility in the sub-account concerned. This copy will then be placed in the responsible officer's jacket file.
- (3) The balance as shown on the face of the Form No. 36-14

should always equal the total balances of the sub-accounts

shown in the "Accounts Control" section of the Stock Control Card.

- (4) A transfer of property between the sub-accounts of a Unit Supply and Property Officer will not be reflected on the face of the Form No. 36-14, inasmuch as no change in total accountability has occurred. Such a transaction will be posted to the appropriate sub-accounts in the "Accounts Control" section of Form No. 36-14 and copies of the transfer documents will be placed in the jacket files of the responsible officers concerned.
- (5) Appendix No. 1 of this manual illustrates the processing of transfer documents through the stock record account of the Unit Supply and Property Officer.

f. Posting to A Central Supply and Property Officer's Stock Record Account

- (1) The stock record account of a Central Supply and Property Officer will be maintained by item on a "Property Inventory Record," Form No. 36-25.
- (2) All instruments representing transactions which reflect a change in the accountability of a Central Supply and Property Officer will be vouchered, posted to the appropriate Stock Record Cards, Form No. 36-25, and placed in the voucher file.

g. Postings to A Consolidated Supply and Property Officer's Stock Record Account

- (1) The stock record account of a Consolidated Supply and Property Officer will be maintained by item on Form No. 36-14, "Stock Control Card." The face of the Form No. 36-14

will be used to record transactions increasing or decreasing the

stock on hand. The "Accounts Control" section on the reverse side of Form No. 36-14 will reflect the status of property issued to responsible officer in sub-accounts on signed receipts. The balance on hand figure, plus the total of the property issued to the sub-accounts, represents the total accountability of the Consolidated Supply and Property Officer for any one item.

- (2) The Consolidated Supply and Property Officer will encounter three types of transactions in maintaining a stock record account, namely:
 - (a) those which change his total accountability by an increase or decrease of stock on hand, but do not affect the quantity issued to responsible officers in using sub-accounts;
 - (b) those which increase or decrease the quantity on hand, and, in turn, reflect a change in the total quantity issued to responsible officers by an equal amount, but do not affect total accountability;
 - (c) those which reflect transfers between responsible officers in sub-accounts, but do not change the total accountability, balance on hand, or total quantity issued to using units.
- (3) A transaction which affects the total accountability of a Consolidated Supply and Property Officer by increasing or decreasing the quantity on hand, without affecting the total quantity issued to responsible officers will either be:

- (a) a receipt from a central supply point;
- (b) a transfer of property to an installation outside the jurisdiction of the Consolidated Supply and Property Officer;
- (c) an issue of expendable supplies to a responsible officer in a using sub-account.

An instrument representing such a transaction will be vouchered and posted to the face of Form No. 36-14 to reflect a change in the "balance column." No change will occur in the sub-account of the "Accounts Control" section.

- (4) An issue of non-expendable property to a responsible officer will necessitate the processing of two copies of the transfer document. One copy will be vouchered and posted as a credit to the stock record account, decreasing the "balance" column on the face of the Form No. 36-14. A posting will then be made to the "Accounts Control" section on the reverse side of the Form No. 36-14 to indicate an increase of responsibility in the appropriate sub-account. This will, in turn reflect an increase in the total quantity of property issued to responsible officers on signed receipts. One copy of the voucher will be placed in the voucher file and the other copy will be placed in the responsible officer's jacket file which will substantiate the posting made to the "Accounts Control" section.

- (5) Transfers of property between responsible officers will not be posted on the face of the Form No. 36-14, inasmuch as such transactions do not change the balance of stock on

hand available for issue. Postings will be made to the appropriate sub-accounts maintained in the "Accounts Control" section of the Form No. 38-14, and copies of the transfer documents will be placed in the jacket files of the responsible officers concerned. This type of transaction does not change the total quantity issued to responsible officers, nor does it affect the total accountability of the Consolidated Supply and Property Officer.

h. Corrections of Erroneous Entries on Stock Record Cards

- (1) Accountable Supply and property officers will not make erasures or alterations of entries on stock record cards. Corrections will be effected as prescribed in the ensuing paragraphs.
- (2) When an error in posting is discovered, and if additional postings have been made prior to discovery of the error, the correction will be effected as follows:
 - (a) If an incorrect figure has been posted in either the "Received" or "Issued" ("Returned on Form No. 38-14) column, the correcting entry will be made on the first available line, using the original voucher number and date, together with the notation "Corr." The net figure (debit or credit) necessary to make the correction and the new balance will be posted.
 - (b) If a correct figure has been entered in the "Received" or "Issued" column, but an

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arithmetical error has been made in computing the balance, the correction will be made on the first available line, using the original voucher number and date, with the notation "Corr. Bal. Only." No entry will be made in the "Received" or "Issued" column.

- (3) When an error is discovered in a posting, and if subsequent postings have not been made, the incorrect entry will be ruled out with a narrow, but not obliterating line, and the correct posting will be made on the next line.
- (4) When an entry has been posted in error to the wrong stock card, the adjustment will be effected as follows:
 - (a) If the error is discovered while the entry is being made, the posting will be discontinued, ruled out, and initialled. Without further notation the entry will be posted to the proper stock card.
 - (b) Providing no subsequent entries have been made, the procedure described in (a) above will be followed when the error is discovered at a later date.
 - (c) If subsequent entries have been made, the improperly posted stock record card will be adjusted by a cancellation entry. The date and voucher number of the original

incorrect entry will be posted together with a notation such as "Cancel Post. 12-17" (12-17 being the date of the original posting). The amount of increase or decrease (the exact reverse of the original entry), and the correct "Balance" will then be posted, using the original date and voucher number, the correct posting will then be made to the proper stock record card.

9. SURPLUS PROPERTY

A. General

- (1) The term "Surplus Property" as used in this paragraph refers to supplies and equipment which have become excess to the needs of the Central Intelligence Group, and which have been or will be declared as such to the proper disposal agency.
- (2) The final determination of surplus supplies and equipment rests with the Chief of the Services Division. 25X1

b. Surplus Property Records, Washington Area

- (1) Property which has been determined as being surplus to the needs of this Agency will be transferred to the Surplus Property Officer, Services Division. 25X1
Such transfers will normally be initiated by a Central Supply and Property Officer and will be made in accordance with current transfer procedure.

- (2) The Surplus Property Officer will maintain necessary records to insure that all property in his custody is adequately accounted for. Records of receipts, minus records of disposals, should equal the stock on hand.

c. Surplus Property Officer, Washington Area

- (1) In addition to the maintenance of suitable control records, the Surplus Property Officer is responsible for the receipt, inspection, classification, declaration, and disposal of all excess supplies and equipment.
- (2) Upon receipt of surplus property, the Surplus Property Officer will take immediate action in accordance with current directives to effect prompt transfer of said supplies and equipment to the proper disposal agency.

d. Surplus Property at Independent Installations

- (1) The Consolidated Supply and Property Officer of an independent installation will report all excess supplies and equipment to the Chief, Services Division, Washington, for disposition instructions. In no case will dispositions be effected without proper authorization.
- (2) Upon receipt of disposition instructions, the Consolidated Supply and Property Officer will take immediate action to effect disposal and will report same to the on the "Monthly Consolidated Property Report," Form No. 36-22.

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10. INSTALLED PROPERTY

a. General

- (1) The term "Installed Property" as used in this paragraph

refers to moveable things such as equipment, apparatus, appliances, fixtures, and machinery which have been fixed in place in, or attached to, a building, but which may be removed without destroying their identity or utility.

- (2) Installed property in current service in the Washington area will be accounted for by the Chief, [REDACTED] Services Division.

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b. Property Records, Washington Area

- (1) The Chief, [REDACTED] will maintain a stock record account by item of all installed property on the "Stock Control Card," Form No. 36-14. The following information will appear on the Stock Control Card for each item:

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- (a) standard nomenclature;
- (b) model number;
- (c) size or capacity;
- (d) name of manufacturer;
- (e) unit cost.

- (2) The face of the Form No. 36-14 will be used to record the transactions which reflect an increase or decrease in the total accountability of the accountable officer. The reverse side, "Accounts Control" section, will indicate the disposition of installed property by buildings.

c. Responsibility for Installed Property

- (1) Under normal circumstances, installed property will not be issued to a responsible officer on a signed receipt. The responsibility for the custody and safekeeping of this type

of property rests with the individual having supervisory responsibility over the installation in or to which the equipment is installed or attached.

11. RENTED OR BORROWED PROPERTY

a. General

- (1) Supplies and equipment which are rented or held on a loan basis from a commercial firm or other government agency will not be reflected on the stock record account of an accountable supply and property officer, nor will accountability be established.
- (2) The absence of accountability does not preclude the assumption of direct and/or supervisory responsibility for rented or borrowed property.

b. Responsibility

- (1) Responsibility for the custody, care, and safekeeping of rented or borrowed property rests with the individual or using unit having possession. Necessary records will be maintained by the responsible individual as prescribed by the Chief, Services Division.
- (2) The loss, damage, destruction, or theft of rented or borrowed property will be accounted for by the responsible individual in accordance with the regulations governing the loss of property owned by this Agency.

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12. PROPERTY WORN OUT THROUGH FAIR WEAR AND TEAR

a. General

- (1) Supplies and equipment which have become worn out or otherwise rendered unserviceable and/or obsolete in use or in storage without apparent fault or neglect of any individual or individuals will be considered as being worn out through fair wear and tear in the service of the Government.
- (2) Survey Reports will not be initiated on property determined as being worn out through fair wear and tear. Disposition will be accomplished in accordance with the instructions contained in the ensuing paragraphs.

b. Action by the Unit Supply and Property Officer

- (1) A Unit Supply and Property Officer will instruct responsible officers under his supply jurisdiction to return all property which has become unserviceable through fair wear and tear to the appropriate Central Supply and Property Officer. The transfer will be made on a "Property Turn-In or Transfer Slip," Form No. 36-24, prepared in sextuplicate by the responsible officer. Form No. 36-24 will be processed in accordance with Chart 1, Appendix 1.
- (2) Upon completion of the turn-in, the Unit Supply and Property Officer will post one receipted copy of Form No. 36-24 as a credit voucher to his stock record account. One copy will also be posted to the "Accounts Control" section of the Stock Control Card, and subsequently placed in the jacket file of the responsible officer concerned.

c. Action by the Central Supply and Property Officer

- (1) The Central Supply and Property Officer will be responsible for

determining that property returned by using units is unserviceable and has been worn out through fair wear and tear. The property will be accounted for by the Central Supply and Property Officer until disposition is made in accordance with paragraph 12-c-(3) below.

- (2) In the event that all or part of the property has not been worn out through fair wear and tear, and the unserviceability appears to be the result of neglect, the questionable items will be held in abeyance by the Central Supply and Property Officer. The responsible individual will be required to initiate a Survey Report to clear the records of the Unit Supply and Property Officer and the property will be disposed of in accordance with instructions issued by the Property Survey Board.
- (3) Unserviceable items worn out through fair wear and tear which appear on the stock record account of a Central Supply and Property Officer will be disposed of in the following manner:
 - (a) Items which are economically repairable, but excess to the needs of this Agency will be transferred to the Surplus Property Officer for declaration to the appropriate disposal agency.
 - (b) Property that is of no further use to the Government, and is beyond the state of economical repair, will be listed on a Report of Inventory Adjustment, Form No. 36-16, prepared in triplicate by the Central Supply and Property Officer. A brief statement regarding the condition of the property and circumstances involved will be included on the face of the Form No. 36-16. Two copies of the Report of Inventory Adjustment will be forwarded to the Property Survey Board, through the for disposition instructions. One copy will be retained as a suspense credit voucher to the stock record account. The Property Survey

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Heard will return one approved copy of the Form No. 36-16 with disposition instructions to the Central Supply and Property Officer, who will post same as a valid credit voucher after disposal has been effected. One copy will be forwarded to the for adjustment of control records.

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d. Action at Independent Installations

- (1) Property in the possession of individuals which has been rendered un-serviceable and/or obsolete through fair wear and tear will be returned to the Consolidated Supply and Property Officer for credit. Such items will be accounted for on the stock record account until proper disposition has been effected.
- (2) All unserviceable property appearing on the stock record account of a Consolidated Supply and Property Officer will be listed on a Report of Inventory Adjustment, Form No. 36-16, prepared in triplicate. The following certificate will be included on the face of the Form No. 36-16.

I certify that the items listed hereon have been worn out through fair wear and tear in the service of the Government without fault or neglect on the part of any individual or individuals, and that said items are not economically repairable.

Accountable Supply and Property Officer

- (3) Two copies of the Form No. 36-16 will be forwarded to the Chief of Station for approval, and the third copy will be retained as a suspense voucher to the stock record account.
- (4) An approved copy of the Report of Inventory Adjustment will be returned to the Consolidated Supply and Property Officer for posting as a valid credit voucher. The other copy will be retained in the administrative

files of the installation.

13. LOST, DAMAGED, OR STOLEN PROPERTY -- SURVEYS.

a. General

- (1) The policy of this Agency contemplates that some individual will be responsible at all times for the care and safekeeping of Government property. In the event property is lost, damaged, or destroyed by causes other than fair wear and tear in the service of the Government, the responsible individual will prepare a Survey Report, Form No. 36-18, in accordance with the procedures outlined below.
- (2) Survey Reports must be initiated by the responsible individual within thirty days after the loss, damage, destruction, or theft has been discovered. Should circumstances prevent the initiation of a Survey Report in the required time, an explanation for the delay will be attached to and made a part of the Survey Report.

b. Preparation and Distribution of Survey Reports.

- (1) Individuals who are responsible for property which has been lost, damaged, or stolen will initiate a Survey Report, Form No. 36-18, in septuplicate. All factual data surrounding the loss, damage, destruction, or theft should be included in the "circumstances" section of Form No. 36-18. This should be a concise statement including dates, location, and names of individuals involved, and will be sworn to before a notary public or a summary court officer. Additional substantiating evidence may be presented in the form of notarized affidavits which should be attached to the Survey Report. One copy of the Survey Report will be retained by the responsible individual. The original and five copies will be forwarded to the Supply and property officer accountable for

the property, who will post one copy as a suspense voucher to his stock record account. Another copy will be used to make appropriate deductions from the "Accounts Control" section of Form No. 36-14, and will be filed in the responsible individual's jacket file. The accountable supply and property officer will sign the remaining original and three copies of Form No. 36-18 and distribute same in the following manner:

- (a) In the Washington Area, Survey Reports will be forwarded to the CIG Property Survey Board, through the 25X1 for investigation and action.
 - (b) At independent installations, the Survey Report will be forwarded to the Chief of Station for action in accordance with paragraph 13-c below.
- (2) When an accountable supply and property officer initiates a Survey Report for the loss, damage, destruction, or theft of property in storage, an original and four copies of Form No. 36-18 will be prepared. All factual data in the form of a concise statement containing dates, location, and names of individuals concerned will be included in the "circumstances" section of Form No. 36-18. One copy will be vouchered, posted to the stock record account, and filed as a suspense credit voucher pending receipt of the approved or disapproved Survey Report. The original and three copies of the Form No. 36-18 will then be forwarded to the CIG Property Survey Board, through the or to the 25X1 Chief of Station in the event the Survey Report is initiated at an independent installation.
- (3) In the event a Unit or Consolidated Supply and Property Officer has delegated himself as a responsible individual for a sub-account to

his stock record account, and is responsible for the loss, damage, or destruction of property charged to that sub-account, the procedures as outlined in paragraph 13-b-(1) above will be followed.

c. Action by Chief of Stations:

- (1) Survey Reports which are initiated at independent installations will be forwarded to the Chief of Station for action prior to being routed to Washington. The Chief of Station will appoint a disinterested investigating officer (civilian or military) to examine available evidence regarding the loss, damage, or destruction and his findings will be noted on the reverse side of the Survey Report.
- (2) Upon completion of the investigation, all copies of the Survey Report will be forwarded to the CIG Property Survey Board, through the [] [] Services Division, Washington.

d. Action by the CIG Property Survey Board

- (1) All Survey Reports initiated within this Agency will be forwarded to the CIG Property Survey Board, through the [] for investigation and action in accordance with paragraph 14.
- (2) Upon completion of final action, the Property Survey Board will retain the original copy of Form No. 36-18 and return the remaining copies to the [] for distribution.

e. Action by the []

The [] will distribute all Survey Reports in the following manner:

Approved Survey Reports:

- 1 copy -- Responsible initiating individual
- 1 copy -- Accountable supply and property officer
- 1 copy -- []

Disapproved Survey Reports:

- 1 copy -- Responsible initiating individual
- 1 copy -- Accountable supply and property officer
- 1 copy --
- 1 copy -- Chief, Finance Division

f. Action by the Finance Division

Upon receipt of a disapproved Survey Report, the Chief, Finance Division, will effect collection of all monies in accordance with paragraph 14-g.

14. CIG PROPERTY SURVEY BOARD

a. General

The Director of Central Intelligence has delegated to the CIG Property Survey Board the authority to take final action on all Survey Reports, and to authorize ultimate disposition and/or destruction of all unserviceable and obsolete property in the custody of this Agency.

b. Action on Survey Reports:

- (1) The CIG Property Survey Board will review all Survey Reports and supplemental data, including the findings and recommendations of the investigating officer, pertaining to the loss, damage, destruction, or theft of public property.
- (2) Based on the information and factual data presented, the Board will render final decision with respect to the pecuniary liability of, or relief from responsibility of, the individuals or individuals concerned.
- (3) After decision has been rendered, the Property Survey Board will retain the original copy of the Survey Report and forward the remaining copies to the for distribution in accordance with paragraph 13-e above.

c. Action on Unserviceable or Obsolete Property:

- (1) The Property Survey Board will review all requests initiated by accountable supply and property officers for the disposition of property worn out through fair wear and tear or otherwise rendered unserviceable and/or obsolete in the service of the Government.
- (2) The Property Survey Board may relieve all concerned of responsibility and/or accountability and authorize disposition of property rendered unserviceable through fair wear and tear without fault or neglect of any individual or individuals.
- (3) In the event the property was rendered unserviceable through the fault or neglect of an individual or individuals, the Property Survey Board will disapprove the request and direct that the responsible individual initiate a Survey Report.

d. Policy with Respect to Pecuniary Liability:

- (1) The Property Survey Board will determine, from conclusive evidence, before imposing a pecuniary charge against an individual that:
 - (a) the property for which he was responsible was lost, damaged, destroyed, or stolen through the apparent fault or neglect of the responsible individual.
 - (b) there was an intent to defraud the United States Government.
- (2) All pecuniary charges raised against an individual as a result of a Survey Report will preclude any loss to the Government, and such charges will ordinarily be in the amount which represents the actual loss to the Government. Consideration will be given to the original cost price, the current market price, and depreciation based on the normal life expectancy and normal usefulness of the article. Weapons and other articles which are useful through their entire life are not subject to allowances for depreciation. Where the property is damaged

and can be repaired, the cost of repair is a proper charge against an individual, provided said cost does not exceed the value of the article.

e. Right of Appeal

- (1) Individuals against whom a pecuniary charge has been raised may appeal the decision of the Property Survey Board to the Director of Central Intelligence. This appeal must be made, in writing, within 30 days after receipt of notification of the pecuniary charge, unless otherwise specified. The original and one copy of the appeal should be submitted to the Director of Central Intelligence, through the CIG Property Survey Board,
- (2) In the event an appeal is not forthcoming within the specified time, one copy of the Survey Report, with all supplemental data, will be forwarded to the Chief, Finance Division, for collection.

f. Payment of Pecuniary Charges

- (1) Payment of pecuniary charges will be made by check, or U. S. Postal Money Order, payable to "The Treasurer of the United States." The check or money order, and a copy of the notification of pecuniary charges, will be forwarded to the Chief, Finance Division.
- (2) Army enlisted personnel may sign a statement of charges in accordance with paragraph 6-b, AR 35-6640, dated 16 April 1945, or submit payment in the manner outlined above.

g. Collection of Pecuniary Charges, Finance Division

The Chief, Finance Division, upon receipt of a disapproved Survey Report will take immediate action to collect monies due the Government. In the

or

event that such action is ineffective, collection may be made through a pay stoppage or a deduction on final settlement.

15. REPORTS OF INVENTORY ADJUSTMENT

a. General

- (1) The Report of Inventory Adjustment, Form No. 36-16, may be used by an accountable supply and property officer, with specific limitations, to adjust differences between the "balance" as shown on the stock record account, and actual quantity on hand and/or in use. Except as noted in paragraphs 12-e-(3) and 12-d-(2), the use of Form No. 36-16 is confined to:
 - (a) Rectifying errors resulting from improper postings and/or the use of incorrect nomenclature.
 - (b) Assuming accountability for previously unaccounted for property.
- (2) When the Report of Inventory Adjustment is used to correct discrepancies resulting from errors in posting or nomenclature, the overages and shortages of like items should insofar as possible offset one another. This precludes the utilization of Form No. 36-16 to adjust inordinate shortages.
- (3) An accountable supply and property officer will, upon the discovery of unaccounted for property, list said property on a Form No. 36-16, and post same as an adjustment voucher to his stock record account. In the event, it is discovered at a later date that such property was erroneously accounted for, the accountable supply and property officer will use Form No. 36-16 to relieve himself of accountability. In such cases, reference will be made to the original adjustment voucher number.

b. Preparation and Distribution

(1) The accountable supply and property officer will prepare a Report of Inventory Adjustment in triplicate listing the recorded balance, inventory balance, and the overages and shortages of the items to be adjusted. After a voucher number has been assigned to all copies of Form No. 36-16, the accountable supply and property officer will retain one copy in suspense and distribute the original and one copy in the following manner:

(a) In the Washington Area, Reports of Inventory Adjustment will be forwarded to the Chief of Services, through the

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(b) At independent installations, Reports of Inventory Adjustment will be forwarded to the Chief of Station.

c. Action by the Chief of Services

(1) The Chief of Services will take final action on all Reports of Inventory Adjustment originating in the Washington area. After authorized adjustments have been approved, the original Form No. 36-16 will be returned to the accountable supply and property officer to be posted as a voucher to his stock record account. The suspense copy may be used to adjust the "Accounts Control" section of a Unit or Consolidated Supply and Property Officer's Stock Control Card, if necessary.

(2) One copy of the approved Form No. 36-16 will be forwarded to the for adjustments of the control records.

d. Action by the Chief of Station

(1) Final action on all Reports of Inventory Adjustment originating at an independent installation will be taken by the Chief of Station.

When approval of authorized adjustments has been effect, the original Form No. 36-16, will be returned to the accountable supply and property officer who will post same as a valid voucher to his stock record account in lieu of the retained suspense copy.

- (2) An approved copy of the Report of Inventory Adjustment will be retained in the administrative files of the installation.

e. Disapproved Inventory Adjustments

- (1) The Chief of Services and Chiefs of Stations are enjoined not to approve Reports of Inventory Adjustment which are not initiated to adjust improper postings, incorrect nomenclature, or for the assumption of accountability for previously unaccounted for property.
- (2) Reports of Inventory Adjustment which are disapproved will be returned to the initiating officer with instructions that a Survey Report be prepared to account for the discrepancies.

16. EXPENDITURE OF PROPERTY

a. Expenditure of Property for Experimental Purposes

- (1) Branch or division chiefs are authorized to approve the expenditure of property used in experimental activities under their jurisdiction. The following certificate signed by the Unit Chief, or his designated representative, will appear on the face of the transfer document:

'I certify that the items listed hereon, will be expended for experimental purposes in the service of the Government. Any unused portions will be returned to normal supply channels.

(Signature)

- (2) The transfer document so certified will constitute a valid voucher to the stock record account of the accountable supply and property officer concerned.

b. Expenditure of Supplies by an Accountable Supply and Property Officer

- (1) Central and Consolidated Supply and Property Officers may expend supplies and equipment for use in activities under their control. Such items will be listed on a Form No. 36-7 together with the following certificate:

I certify that the items listed hereon have been expended in the service of the Government.

Accountable Supply and Property Officer

- (2) The issue document Form No. 36-7, so certified will constitute a credit voucher to the stock record account.

17. CONSOLIDATED PROPERTY REPORTS

a. General

- (1) In order to maintain adequate control of expendable and non-expendable property at independent installations, monthly Consolidated Property Reports, will be forwarded to the Washington. 25X1
Using Form No. 36-22, the Consolidated Supply and Property Officer will report, by item, the total monthly gains or losses on all property for which he is accountable.
- (2) Separate Consolidated Property Reports will be submitted for:
 - (a) Non-expendable property in stock and/or issued to using units on signed receipts.
 - (b) Expendable items in stock.

b. Preparation of the Consolidated Property Report.

- (1) The Form No. 36-22 will be prepared in triplicate by the Consolidated

Supply and Property Officer as of the last day of each month. For the non-expendable property report, items in stock and/or use with an increased or decreased total balance (stock on hand plus quantities in use) at the end of the reporting period will be listed in column 1 of the Form No. 36-22. Column 1 of the expendable report will include the expendable items in stock, the balance of which has increased or decreased during the reporting month.

- (2) The unit of the item, i.e., each, lbs., ft., etc., will be entered in column 2.
- (3) The inventory as of the beginning of the reporting period will be entered in column 3. For non-expendable items, this figure will be the sum of stock on hand plus the quantity issued to responsible officers in using units on signed receipts. For expendable items, only the stock on hand quantity will be indicated.
- (4) All receipts, except turn-ins from responsible officers holding property on signed receipts, will be entered in the appropriate spaces in Column 4.
 - (a) "Receipts except Memorandum Receipt turn-ins and Local Purchase" should include property received from the Services Division, Washington; other Government agencies; and turn-ins of property not issued to responsible officers on signed receipts.
 - (b) Local purchases will be listed separately and the unit cost will be indicated.
 - (c) Overages accounted for on Reports of Inventory Adjustment will be classified as receipts and should be listed as such.

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- (5) All issues of non-expendable and expendable property, except those made to responsible officers on signed receipts, will be listed under "Issues except Memorandum Receipt and Operational" in column 5.
- (a) The "operational issues" column will not be used.
- (b) "Transfers or Disposals" will indicate property transferred from the jurisdiction of the installation, such as transfers to other Government agencies.
- (c) Shortages accounted for on Survey Reports and Reports of Inventory Adjustment will be listed in appropriate columns.
- (6) Column 6, "Closing Inventory Including Balance on Memorandum Receipt," will be the sum of column 3, plus "total receipts" minus "total disbursements."
- (7) Issues to and receipts from responsible individuals in using units do not reflect a change in the total accountability of a Consolidated Supply and Property Officer. Therefore, such transactions will not be included on the Form No. 36-22.

c. Distribution of the Consolidated Property Report.

- (1) The original and one copy of the Form No. 36-22 will be forwarded, through channels, to the Chief of Services, Washington, D. C., Attention: The report should arrive not later than the 15th day of the following month.
- (2) The will use the Form No. 36-22 to make appropriate adjustments on property control records.

18. AUDITS

a. General

- (1) All stock record accounts maintained by designated accountable supply

and property officers will be subject to periodic audits and inspections by a representative of the [redacted] Services Division.

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- (2) Auditors will have the general authority to examine all property records which they deem necessary for reference in connection with the audit. Where the examination of records by an auditor conflicts with security regulations, exceptions to the above will be made.

b. Audit Objective.

- (1) The primary objective of an audit is to ascertain that the interests of the Government are being fully protected. A further objective is to determine that the prescribed principles and procedures of accounting are being followed.
- (2) Auditors will determine that:
 - (a) All items chargeable against an account are accomplished by authorized transactions supported by valid vouchers;
 - (b) stock record accounts and inventories accurately reflect quantities of property on hand and/or issued to using agencies.

c. Certificates of Audit

- (1) At the completion of an audit, a Certificate of Audit will be prepared and signed by the auditor. Normally, five copies of the Certificate of Audit will be prepared and distributed as follows:
 - (a) Original to the accountable supply and property officer
 - (b) 2 copies to the [redacted]
 - (c) 1 copy to the appointing authority having supervisory responsibility over the account; such as branch or division chief
 - (d) 1 copy to Chief, Services Division.

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- (2) The Certificate of Audit will present a concise summary of the results of the audit including the discrepancies and irregularities noted and a statement regarding the condition of the account.

19. PROPERTY PASSES

- a. A Federal Works Administration Property Pass will accompany the movement of all public property from and among the various buildings occupied by this Agency in the Washington area. This pass must be procured in accordance with the procedures outlined in the ensuing paragraphs.
- b. Responsible individuals in the various using offices desiring to effect a transfer or withdrawal of property from any building will coordinate the contemplated movement with their respective accountable supply and property officer.
- c. The accountable supply and property officer will initiate the necessary transfer documents and forward a signed memorandum to the Chief, [] 25X1
[] or individuals designated to sign property passes in his behalf, requesting that a F.W.A. Property Pass be issued. This memorandum should contain pertinent information regarding the property movement and will be prepared in duplicate, one copy of which will be retained by the initiating officer.
- d. The Chief, [] Services Division, is responsible for the coordination and control of property transfers within the Washington area, and is, therefore, charged with the issuance of all F.W.A. Property passes. However, since all using offices of this Agency are not centrally located, the Chief, [] will designate certain individuals to sign property passes in his behalf. These individuals

will not issue a F.W.A. Property Pass until a signed memorandum has been received from the accountable supply and property officer. Individuals designated to sign Property Passes will maintain a file of all requests.

20. ISSUANCE OF PROPERTY CLEARANCES

a. Washington Area

- (1) Prior to departure from this Agency, an individual being separated will obtain the necessary signatures on Form No. 36-20, Property Clearance Sheet. This is to insure complete and final clearances of all monies and/or property which may have been charged to him. The Property Clearance Sheet should be obtained from the Personnel Division or the appropriate Administrative Officer.
- (2) The routing of an individual in the proper clearance sequence will be the responsibility of the Administrative Officer of a branch, division, etc. Clearance from the Unit Supply and Property Officer will be obtained before final clearance is given by a Branch Administrative Officer. This lower echelon supply clearance is also necessary prior to obtaining a clearance from the
- (3) The Unit Supply and Property Officer will take necessary action to ascertain whether or not the individual being separated has property charged to him. Immediate clearance will be issued in the event there are no current charges. Should property charges exist, the procedures outlined in the ensuing paragraphs will govern.
- (4) All public property in the possession of an individual being separated from this Agency will be returned to the proper supply channels. The Unit Supply and Property Officer will assist the

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individual in the preparation of the Property Turn-In Slip, Form No. 36-24. When the turn-in has been effected, the Unit Supply and Property Officer will sign the Property Clearance Sheet.

- (5) Relisted Army personnel being separated from this Agency will retain in their possession the clothing and equipment listed on their individual AGO Form No. 32 as authorized by Table of Equipment

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- (6) An individual being separated who is accountable and/or responsible for lost, damaged, or stolen property will initiate a Survey Report, Form No. 36-18, in accordance with paragraph 13 above. In lieu of signing the Property Clearance Sheet, the Unit Supply and Property Officer will make a notation, similar to the one below, on the reverse side of Form No. 36-20:

_____ has a Survey Report
(Name)
pending covering the loss of the following items of
Government property. Therefore, a clearance has not
been granted by the _____
(Branch or Division)

(List Property)

Unit Supply and Property Officer
Account No. _____

- (7) In the event the individual being separated has property in transit or located outside of Washington, a clearance will not be granted

until such time as said property has been returned to this Agency. The Unit Supply and Property Officer will make a notation, similar to the one below, on the reverse side of Form No. 36-20, in lieu of normal clearance signature:

_____ has the following equipment
(Name)
which has not been duly accounted for. Upon return of
said items to this Agency, clearance will be granted by
the _____
(Branch or Division)
(List Property)

Unit Supply and Property Officer
Account No. _____

b. Outside Washington Area

- (1) An individual, prior to his departure from an independent installation, will obtain a signed property clearance, which will be in the form of a memorandum issued by the Consolidated Supply and Property Officer for the station. It is suggested the following clearance certificate be used:

I certify that _____ has returned
(Name)
or otherwise accounted for all public property charged to
him prior to his departure from this installation, with
the following exceptions:

Consolidated Supply and Property Officer
Station: _____

- (2) The Consolidated Supply and Property Officer, upon determination that the individual being separated or transferred does not have any current property charges against him, will grant immediate clearance.

In the event property charges exist, action as outlined in the ensuing paragraphs will be taken for those persons returning to Washington for final separation. Installation separations will be final and complete and under no circumstances are the exceptions as outlined below applicable.

- (3) All public property in the possession of an individual being transferred will be returned to the Consolidated Supply and Property Officer and a signed receipt obtained. After the turn in has been effected, a property clearance will be granted.
- (4) In the event an individual requesting clearance has lost, damaged, or destroyed public property for which he is responsible and/or accountable, a Survey Report, Form No. 36-18, will be initiated in accordance with paragraph 13 above. The Consolidated Supply and Property Officer should then make a notation, similar to the one below, under "exceptions" of the Clearance Memorandum:

_____ has a Survey Report pending
(Name)
for the following items of public property:

(List Items)

Consolidated Supply and Property Officer
Station: _____

- (5) Upon transfer, an individual will not be allowed to retain any Government property unless said property is essential for the completion of the journey. Retained items should be listed under "exceptions" of the Clearance Memorandum and will be returned to appropriate Supply and Property Officers, Services Division, immediately upon arrival in Washington.

- (6) Distribution of the Station Clearance Memorandum will be as follows:
 - (a) 1 copy will be retained by the installation or station from which the individual is departing.
 - (b) 2 copies will accompany the individual.
- (7) Upon arrival in Washington, the individual being separated should report to his Branch, Division, or Unit for final clearance in accordance with 19-a above,